**MANAGING PATIENT IDs**

**STANDARD OPERATING PROCEDURE (SOP)**

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## **1. How to use / general management**

1. The key should be saved in a save location, i.e.:
   1. a local drive within the hospital firewall with backups regularly made
   2. protected by a password (shared between at least two locally employed people (local coordinators) including the local principal investigator). When one of the people managing the key is no longer able to do so (e.g. if they move to a different centre), their responsibilities and access should be transferred to a new person.
   3. Inform for local guidelines.
2. Save new versions regularly.
3. Continually update the key. It is the only way to retrace patients, e.g. if extra clinical data is required.
   1. Your hospital may require you to also register the study ID (= REDCapID) in the electronic health records.
4. The key must be saved for at least 15 years.
5. The key contains personal data and my not be shared. The key can only be accessed by the local PI, other local personal managing the key and local personal whom the local PI has delegated responsibilities to for data collection.

## **2. Adding a patient**

1. Open the most recent version of the local key. The study ID’s (column “REDCapID”) consist of:
   1. a three-digit (numeric) code unique to the centre
   2. followed by a “-“
   3. a four-digit (numeric) code unique to the patient
2. Add the patient to the next consecutive “REDCapID”. Use:
   1. **“**EHRID**”**: local EHR identifier
   2. **“**DoB**”**: date of birth, format dd-mm-yyyy
   3. **“**Sex**”**: (biological) sex, m (male) or f (female)
   4. **“**YoB**”**: year of birth, automatically extracted from “DoB”. Please do not change this column!
3. Potentially, extra columns can be added according to your own preference. This may require you to reset the column filters. If this is omitted, extra columns might not sort with the previous columns when using sort functions leading to scrambled data.
   1. Select the row with the column titles (standard: row 4), navigate in the Excel menu bar to “*Data*”, search for “*Filter*” (funnel-icon), click once to remove filters and click once more to create new filters (Windows hotkey: *ctrl + shift + L*).
   2. Alternatively, columns can be inserted before the final column with a filter in place (standard: “YoB”). Excel should automatically add filters.

## **3. Creating extra ID’s**

Currently, 1000 REDCapid’s have been premade. In case more are required, extra ID’s can easily be created (up to 9999).

1. Sort the column “REDCapID” in ascending order (press the downward facing triangle icon in the right side of the cell and select “*Sort A to Z*”).
2. Select the bottommost cell in “REDCapID”
3. Hover the tiny square in the bottom right corner of the cell (your cursor should change into a plus [+] sign).
4. Left click on the tiny square, hold it and drag down to as many rows as need to be added. The new ID’s should appear as soon as you let go of the mouse button.
5. Review whether the newly created ID’s were correctly created. They should conform to the “###-####” format (e.g. 027-1475).

## **4. Creating a de-personalised list for sharing**

The key cannot be shared because it contains personal data. However, the patient data can easily be removed to create a list that can be shared, e.g. when a list of patients need to be imported into REDCap (rather than manually adding each one separately):

1. Create a copy of the key in a new Excel file.
   1. After pasting into the new file, you should receive a pop-up alerting you that formulas have not been copied into the new file. This removes the formula in “YoB”, so it will be possible to change “DoB” without “YoB” changing.
      1. If you do not receive this pop-up, navigate to the “*Paste Special*” menu (by using right click on the cell to which you want to paste) and select “*Paste Values*”. This will also remove the formula in ”YoB”.
2. Remove the columns containing personal data (standard: “EHRID” and “DoB”).